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REGULATION

PERSONNEL
11 June 1954

25X1A

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

CONTENTS

- | | |
|---|---------------------|
| 1. General | 5. Responsibilities |
| 2. Definitions | 6. Fitness Report |
| 3. Policy | 7. Procedures |
| 4. Organization of the CIA
Selection Board and Panel of
Examiners | |

1. GENERAL

This Regulation establishes the Career Staff of the Central Intelligence Agency effective 1 July 1954 and prescribes related policies, responsibilities and procedures. Membership in the Career Staff will be limited to U. S. citizen Staff Employees and Staff Agents who are eligible for consideration and are accepted for membership in accordance with the provisions of this Regulation.

2. DEFINITIONS

- a. The Career Staff is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency.
- b. "Trial service period" consists of the first year of service in CIA as defined in [REDACTED]

~~SECRET~~

25X1A

~~SECRET~~

REGULATION

CONFIDENTIAL

PERSONNEL
11 June 1954

25X1A

25X1A

- c. "Provisional period" consists of three years' active service in CIA which is a prerequisite to consideration for membership in the Career Staff.
- d. "Active service" for the purpose of 2c above, need not be continuous service and will include any of the following periods:
- (1) Time on duty, under one or more appointments as a Staff Employee or Staff Agent, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency.
 - (2) Absence on leave with pay;
 - (3) Absence on leave without pay which does not exceed 22 days in the aggregate within a calendar year; except that absence on leave without pay for Agency-sponsored outside training will be fully counted.
- e. "Active service", for the purpose of 2c above may, at the discretion of the CIA Selection Board, include other service in the Agency in a civilian or military status or military service of an employee who has been restored as a Staff Employee or Staff Agent after having left the Agency to enter the Armed Forces.
- f. "Career Services" is used herein as defined in Regulation [REDACTED]
3. POLICY
- a. The Career Staff of the Central Intelligence Agency will consist of personnel selected from among Staff Employees and Staff Agents.

25X1A

~~SECRET~~ CONFIDENTIAL

25X1A

~~S-E-C-R-E-T~~

REGULATION

PERSONNEL
11 June 1954

Personnel selected for membership will be afforded, within the framework of applicable laws, preferential consideration for job security and special training as well as other benefits and facilities now or hereafter provided for members of the Career Staff. Those individuals selected for membership in the Career Staff will be designated as Career Staff Employees or Career Staff Agents, as appropriate.

- b. Personnel who are accepted for membership in the Career Staff will have the obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of CIA and they are assured that, in order to carry out this policy, full consideration will be given to their particular capabilities, interests and personal circumstances.
- c. The selection process will encompass the evaluation and development of each Staff Employee and Staff Agent during his provisional period. In this manner, the individual's abilities, capabilities and deficiencies will be evaluated in order to determine his suitability for selection into the Career Staff. The selection process will include these stages of employee evaluation and development:
 - (1) A review and determination of each individual's suitability for continued Agency employment prior to the expiration of the trial period, in accordance with [REDACTED]

- 3 -

~~S-E-C-R-E-T~~

25X1A

S-E-C-R-E-T

25X1A

25X1A

REGULATION

PERSONNEL
11 June 1954

- (2) The preparation of such Fitness Reports as are prescribed.
 - (3) A review of each application for selection into the Career Staff after the individual concerned gains eligibility for consideration by completing the provisional period.
 - (4) The provision of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period in order that he may demonstrate his suitability for membership in the Career Staff and to eliminate or satisfactorily resolve any deficiencies.
- d. Consideration for selection into the Career Staff will be based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded to U. S. Government employees by law.
- e. If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection and he will be given assistance and guidance in order to correct or eliminate the causes of his rejection and to have an opportunity to demonstrate his suitability for future application and selection into the Career Staff.

- 4 -

S-E-C-R-E-T

~~S-E-C-R-E-T~~

25X1A

REGULATION

PERSONNEL
11 June 1954

25X1A

h. ORGANIZATION OF THE CIA SELECTION BOARD AND PANEL OF EXAMINERS

a. CIA SELECTION BOARD

- (1) The CIA Selection Board is established and will consist of nine voting members including the Assistant Director for Personnel who will act as permanent chairman. The Director of Central Intelligence will appoint two voting members and two alternates each from the Offices of the Deputy Directors (Plans), (Intelligence) and (Administration) and one voting member and one alternate each from the Offices of the Director of Training and of the Assistant Director for Communications and one alternate from the Office of Personnel. These appointments will be made for one fiscal year in each case. Individuals appointed to the Board may be reappointed, however, at the expiration of their period of service. In the event that the Assistant Director for Personnel is temporarily unable to serve as chairman, he will designate an acting chairman from among the members or alternates to serve in his place.
- (2) The CIA Selection Board will be provided a Secretariat consisting of a full-time Executive Director and such other administrative and clerical personnel as are required by the Board. The Executive Director will be selected by and function under the direction of the Assistant Director for Personnel.

- 5 -

~~S-E-C-R-E-T~~

S-E-C-R-E-T

PERSONNEL
11 June 1954

25X1A

25X1A

REGULATION

b. PANEL OF EXAMINERS

(1) A Panel of Examiners is established and will consist of members of the Career Staff, GS-14 and above.

(a) Each of the Career Services in the Agency will have generally proportional representation on the Panel based on its personnel strength as of the beginning of each fiscal year, except that at least one member will be named to the Panel from each Career Service.

(b) Members of the Panel of Examiners will be appointed by the Director of Central Intelligence from among those nominated by the Heads of Career Services after he has received the recommendations of the CIA Selection Board.

(2) Examining Panels convened pursuant to this Regulation will consist of three voting examiners selected by the Executive Director. Examiners will be chosen in a manner that will be appropriately representative of Agency interests. The Executive Director or his designee will serve as non-voting chairman on each Examining Panel.

5. RESPONSIBILITIES

a. ASSISTANT DIRECTOR FOR PERSONNEL

The Assistant Director for Personnel is responsible for directing the selection program herein established and will ensure that the program is administered in accordance with personnel policies of the Agency.

S-E-C-R-E-T

PERSONNEL
11 June 1954

25X1A

REGULATION

25X1A

He will recommend to the Director of Central Intelligence such additional policies and procedures as he may consider necessary.

The Assistant Director for Personnel is responsible for notifying employees when they satisfactorily complete their provisional period and thus become eligible to apply for selection into the Career Staff.

b. CIA SELECTION BOARD

The CIA Selection Board is responsible for formulating appropriate criteria for selection into the Career Staff and for discharging the responsibilities assigned to it by this Regulation.

c. PANEL OF EXAMINERS

Subject to the direction of the CIA Selection Board, Panels of Examiners are responsible for performing the activities assigned to them as specified in this Regulation.

d. SUPERVISORS

(1) Supervisors are responsible for completing Fitness Reports on employees under their immediate jurisdiction and for recommending that such employees either be retained in Agency employment or be separated from CIA prior to the expiration of their trial period. They are also responsible for recommending the acceptance or rejection of such employees for membership in the Career Staff prior to the expiration of their provisional periods.

- 7 -

S-E-C-R-E-T

~~S-E-C-R-E-T~~

25X1A

25X1A

REGULATION

PERSONNEL
11 June 1954

(2) Supervisors at all levels are responsible for assisting and instructing employees under their jurisdiction to eliminate any general weaknesses or specific deficiencies in performance detected during their trial period. They are also responsible for assisting employees who have completed their trial period to overcome any inadequacies that might prevent their eventual selection into the Career Staff.

c. HEADS OF CAREER SERVICES

Heads of Career Services are responsible for reviewing and commenting on the recommendations of supervisors specified in d above and for referring appropriate cases to the Assistant Director for Personnel for further review and action as herein described.

6. FITNESS REPORT

- a. The Fitness Report, Form No. 37-189, will be used to evaluate Staff Employees and Staff Agents during their trial and provisional periods.
- b. Fitness Reports will be executed for each Staff Employee and Staff Agent upon the completion of the following periods of service from the effective date of his entrance on duty:
 - (1) Nine months' service,
 - (2) Twenty-one months' service,
 - (3) Thirty-three months' service, and
 - (4) At least annually thereafter.

- 8 -

~~S-E-C-R-E-T~~

~~SECRET~~

REGULATION

PERSONNEL
11 June 1954

25X1A

7. PROCEDURES

a. APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF

- (1) Upon the completion of the three-year provisional period, an individual is entitled to make application for membership (Attachment A) in the Career Staff unless formal action is pending which may lead to termination of the individual's employment. Failure to apply for membership in the Career Staff at the end of the provisional period does not bar the individual's right to make future application. The effective date of selection into the Career Staff will be as prescribed by the CIA Selection Board.
- (2) An official notification of an employee's eligibility to apply for membership will be forwarded by the Assistant Director for Personnel to the individual concerned. The individual will be required to make application within 90 days of the date of the notification or to reply by memorandum stating why he does not desire to become a member of the Career Staff.
- (3) The application or the memorandum of reply will be forwarded by the individual through official channels to the Head of the Career Service concerned, together with any comments by the appropriate supervisors.
- (4) Determinations of the suitability of Staff Employees and Staff Agents will be processed as follows:

- 9 -

~~SECRET~~

~~SECRET~~

25X1A

REGULATION

PERSONNEL
11 June 1954

CONFIDENTIAL

- (a) The Head of the Career Service concerned will review the application and obtain the comments of the appropriate Career Board if such comments are desired. He will forward the application together with his recommendation to the Executive Director of the CIA Selection Board. Upon receipt of the application, the Executive Director will insure that eligibility requirements have been met, will assemble all available documentation pertinent to the case and will convene an Examining Panel to consider the application.
- (b) In the case of a person who is on duty as of 1 July 1954, an abbreviated review will be conducted by the Examining Panel on which it will base its recommendation to the CIA Selection Board. After considering the recommendation of the Head of the appropriate Career Service and of the Examining Panel, the CIA Selection Board will determine whether the full procedure outlined in (c) below will be followed or whether it will make its decision based on the data then available.
- (c) In the case of a person who enters on duty after 1 July 1954, the Examining Panel will consider all pertinent information concerning the employee, including information furnished by the Office of Personnel, Security Office, Office of Training, Medical Staff and the organizational component and Career Service having jurisdiction

- 10 -

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

25X1A

REGULATION

PERSONNEL
11 June 1954

over the individual. If necessary, the Panel may request further information from the offices concerned. The Examining Panel will interview the individual and, if desired, his supervisor or other Agency employees. Responsibility for interviewing applicants GS-6 and below may be delegated by the CIA Selection Board to the Head of the appropriate Career Service.

- (d) If the individual is overseas at the time he becomes eligible for membership in the Career Staff, the interview by the Examining Panel and the consequent decision on the acceptance of his application for membership in the Career Staff may be deferred until he is physically available in Headquarters. If the Head of a Career Service requests consideration of an individual's application prior to his departure for overseas duty, he may be interviewed by an Examining Panel at any time following the successful completion of the second year of his provisional period. If the employee is recommended for membership at that time, his membership in the Career Staff, when finally approved, will be effective as of the completion of his provisional period.
- (e) The Examining Panel will recommend to the CIA Selection Board either that the employee be selected into the Career Staff or that his selection be disapproved.

- 11 -

~~SECRET~~

CONFIDENTIAL

REGULATION

PERSONNEL

11 June 1954

25X1A

~~SECRET~~
CONFIDENTIAL

- (f) The CIA Selection Board on behalf of the Director of Central Intelligence will take formal action on the recommendation of the Examining Panel.
- (g) When the finding of the CIA Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within ten working days, for final decision by the Director of Central Intelligence.
- (h) The Assistant Director for Personnel will officially notify the individual of the action of the CIA Selection Board and will place a copy of its determination in his Official Personnel Folder.

b. SEPARATION FROM THE CAREER STAFF

- (1) If an individual's employment as a Career Staff Employee or Career Staff Agent is terminated, his membership in the Career Staff is automatically cancelled.
- (2) If an individual elects to resign from membership in the Career Staff but wishes to retain his status as a Staff Employee or Staff Agent of CIA, he will so notify the CIA Selection Board in writing through the Head of his Career Service, stating his reasons in full. The Board will not consider such a request except under unusual circumstances. The Board will take formal action and will notify the member of its findings in writing.
- (3) Separation of an individual from the Agency will be governed by applicable Agency Regulations.

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Allen W. Dulles

Director of Central Intelligence

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All employees

- 12 -

**APPLICATION FOR MEMBERSHIP
in the CAREER STAFF of the
CENTRAL INTELLIGENCE AGENCY**

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests and that I shall be entitled to the benefits now available, or to be made available in the future, to members of the Career Staff of the Central Intelligence Agency.

Membership in the CAREER STAFF of
the CENTRAL INTELLIGENCE AGENCY
approved, to take effect _____

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

(Signature)

(Date)

**Executive Director
The CIA Selection Board**

(Date)